



CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 02/17/04

AGENDA ITEM 5

WORK SESSION ITEM

TO: Mayor and City Council

FROM: City Clerk

SUBJECT: Resignation of Dana Caines from the Human Services Commission

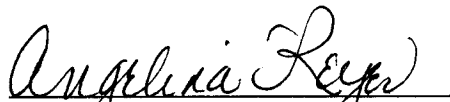
RECOMMENDATION:

It is recommended that Council accept the resignation of Dana Caines from the Human Services Commission.

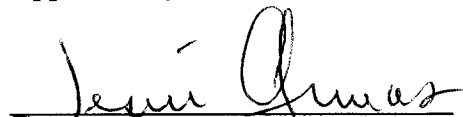
BACKGROUND:

Ms. Caines was appointed to the Human Services Commission on July 9, 1996 and reappointed on July 1, 1997 and again on July 24, 2001. Her term expires on June 30, 2005. Attached is Ms. Caines' letter of resignation dated February 3, 2004. She would like to terminate her role as Commissioner effective immediately.

Prepared by:


Angelina Reyes, City Clerk

Approved by:


Jesús Armas, City Manager

attachment

February 3, 2004

Dear Human Services Commission Staff:

Due to my current workload and schedule, I regrettably feel that I need to resign from the Human Services Commission, effective immediately.

Unfortunately I do not feel like I am able to dedicate the time and effort required with my present working schedule, especially the time needed for the proposal reviews. I have been working late evenings, early mornings, and traveling, and it is taking a toll on me physically, as well as on my personal life.

I have enjoyed numerous years on the Commission and will miss the group and the opportunity to participate in what I feel is a very worthwhile cause. I have been paining over this decision for a couple of months now, and have ultimately decided that if I cannot give 100%, then I should allow someone else the opportunity to do just that. Having said that, if there is something I can assist with even on an occasional basis for right now, please do not hesitate to call me.

It has been a pleasure and I will miss everyone.

Sincerely,

Dana Caines

DRAFT

HAYWARD CITY COUNCIL

RESOLUTION NO. 04-

Introduced by Council Member _____

RESOLUTION ACCEPTING WRITTEN RESIGNATION OF DANA CAINES AS A MEMBER OF THE HUMAN SERVICES COMMISSION

WHEREAS, Dana Caines has submitted in writing her resignation dated February 3, 2004, as a member of the Citizens Advisory Commission of the City of Hayward, effective immediately.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that the Council hereby accepts the resignation and commends Dana Caines for her civic service to the City.

IN COUNCIL, HAYWARD, CALIFORNIA February 17, 2004

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:

MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward